Fire Program Analysis (FPA) System Preparedness Module

Fire Planner's

Desk Guide

September 2004

Ver. 1.1

Revision History

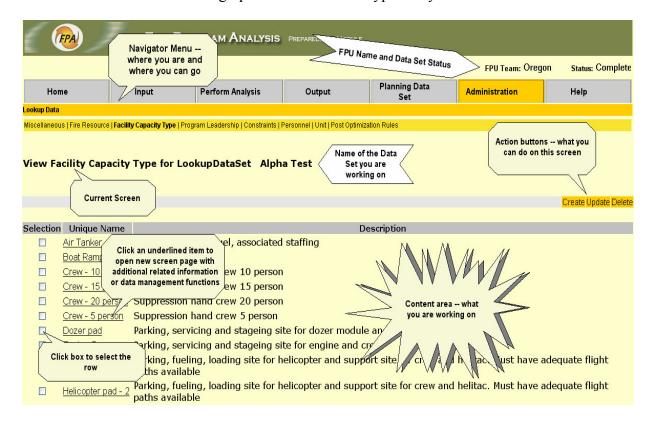| Date	Version	Description	Author
9/11/2004	1.0	Review draft	Dick Chase
9/23/2004	1.1	Review comments incorporated	Dick Chase
		Prepared by IBM	

Purpose of this Desk Guide

Use this guide to navigate quickly through the FPA-PM program. It is intended to help you find *where* in the program you do each step, not *what* specific actions or information the step entails, or *how* you do it. For detailed information on these, see the FPA-PM User and Reference Guides.

Navigating the User Interface

The system uses tabbed pages to access the various data entry fields and to view information. You may be familiar with tabs from other applications. If you click any of them, you will either see a new set of "sub tabs", or the appropriate page appears.
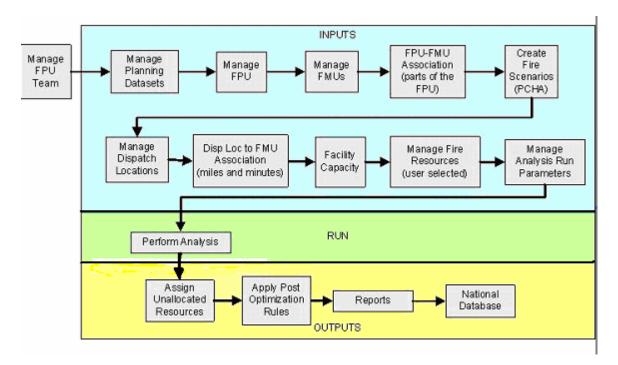
The graphic below shows a typical layout:

If you see text or buttons that are grayed out, it means that you either don't have access to that function, or that the link does not apply to the current activity.
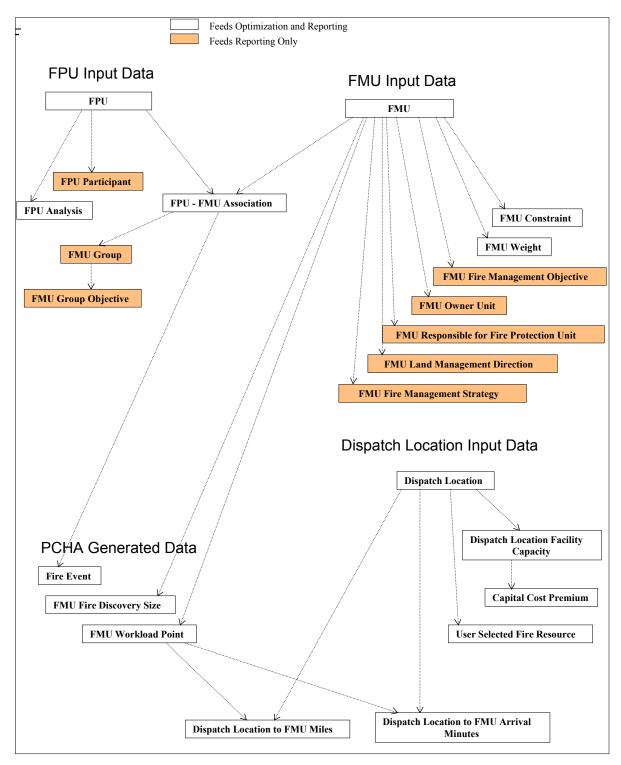
General Process Flow

The following figure shows a simplified work flow of the Fire Planner's interaction with the FPA-PM:

The Navigator menu generally conforms to the order in which you perform the major tasks as you create a planning data set. Each main page (such as Manage FPU) contains all the actions that relate to managing the data for that function. For example, View, Create, Add, Update, Submit (save), Delete, and others appear as appropriate for the particular task.

Hierarchy of Data Dependencies

This diagram shows the hierarchy of data dependencies. The arrows indicate the order in which you must create some specific data entities. Such dependencies occur when an entity

requires that certain data exist in the database before you can
create that entity. For example, GIS Shapefiles must exist in
the database before you can assign Owner Units to an FMU.

Navigator and Sub-Menu Contents

The FPA-PM screen 1st, 2nd, and 3rd tier menu tab functions are outlined below.
Available actions from the page accessed by the tab appear in *Italics.*

- **Home -** FPA-PM Starting point where you select a 1st tier menu tab
- **Input -** Perform data entry functions here
  - **FPU** - Manage your Fire Planning Unit.
    Update / Delete FPU
    - **FMU Group Objectives -** Set objectives for acres burned
      limitations that are applicable to multiple FMUs in the FPU.
      *Create FMU Group and related Objectives / Associate –
      Disassociate FMU / View – Update – Delete Group Objectives*
    - **Participants -** Who are your participating Agency Units?
      Create - Update - Delete FPU Participants
    - **FPU** Analysis – Define analysis parameters.
      Update – Delete an Analysis
  - **FMU -** Manage your Fire Management Units.
    *View FMU Detail / Create – Update – Delete FMU / Associate-
    Disassociate FMU with FPU / Search for specific FMU*
    - **Owner** Units - Who owns the land in the FMU?
      Add – Update – Delete Owner Units for FMU
    - **Units Responsible for Fire Protection -** Who is responsible?
      Add – Update – Delete Administrative Units Responsible
    - **Land Management Direction –** Identify direction for each FMU.
      Add – Update – Delete FMU Land Management Direction
    - **FMU Weights -** How important is the FMU?
      Create – Update FMU Weights by FIL/Sensitivity Period
    - **Fire Management Objectives -** Target limits on Acres Burned.
      Create – Update FMU Objectives by FIL/Sensitivity Period
    - **Constraints –** Identify limitations on use of fire suppression
      resources.
      *Add – Update – Delete constraints on suppression resources by
      Sensitivity Period for an FMU*
    - **Fuel Models –** What are the fuel models and associated specific
      conditions for an FMU?
      Associate specific conditions for fuel models with alternatives

- **Dispatch Locations –** Identify where fire resources are dispatched from.
  Create –View Detail – Update – Delete Dispatch Locations
- **Facility Capacity –** What resources does or can each facility accommodate?
  Create – View Detail – Update – Delete Dispatch Location Facility types and capacities
- **Associate Dispatch Location and FMU –** Assign Dispatch Locations to FMUs and manage FMU arrival times.
  Create – Update – Delete Dispatch Location associations with an FMU / Manage Fire Resource arrival times
  - **User Selected Fire Resources -** Select current and potential resources to include in the analysis.
    Create – View Details – Update – Delete User Selected Fire Resources
  - **PCHA / Fire Events -** Import fire occurrence and behavior from PCHA.
    Import PCHA data file
- **Perform Analysis –** Set up analysis parameters and submit your data to the optimizer.
  Validate Planning Data Set data entries – Run Analysis – Check analysis progress – Cancel analysis
- **Output -** Reports and graphs for your analyses.
  View Reports showing analysis results
- **Planning Data Set -** View and manage your FPU data sets.
  Open – Copy – Delete Planning Data Sets
- **Administration**
  - **Lookup Data -** View the planning information you will use that is maintained by the System Data Administrator in the Lookup database.
    - **Miscellaneous –** Data for FILs, fuel models, slope classes, inflation factors, optimizer intervals, fire management strategies, and fire size classes.
    - **Fire Resource –** Production rates by fuel model, and resource cost and performance characteristics by type.
    - **Facility Capacity Type –** Standard facility type descriptions.
    - **Program Leadership –** Group characteristics and costs.
    - **Constraints –** Descriptions of standard FMU fire suppression constraints.
    - **Personnel –** Special pay areas and percents, fire resource and personnel staffing and cost data.
    - **Unit –**Agency and other organizational standard names and codes.
    - **Post Optimization Rules –** Rules by which indirect dollar costs will be added to those that are identified for an analysis in the optimization process.
- **Help**

Data Entry

Most all of the data entries are self explanatory, with the content and format of an entry is that of the particular data specified by the field's label and hover text.

- Name, Local ID, and Other ID fields may be up to 50 characters (alpha-numeric) in length.
- Comment length is limited to 250 characters.
- Enter dollar values without a **$** or commas.
- Enter decimal values with a decimal. (0.12 or 2.45)
- Enter percents as a whole number (60% entered as 60).
- An asterisk (*) indicates required fields. You must enter data in these fields before clicking **Submit**. If the field is a numeric entry, and the appropriate value to be entered is 'none', enter 0.
  In the non-required fields, you can enter data immediately or use **Update** to enter it later.

- You must complete all fields in an FPU data set before submitting the data set for validation. If you submit an incomplete data set for validation a system-generated data validation report will provide a list of the missing entries.